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OCR NOTICE

CR 20-115-2
11 January 1958

Career Planning for Individuals

Your Career Service Board has recently been reviewing past and current practice in the use made of the Career Preference Outline. You will recall that this Outline was authorized (under CIA [REDACTED]) to enable you to formally express ideas concerning training and assignments which would serve the future needs of the Agency and at the same time contribute to your advancement.

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Now there are certain things which the filling out of a Career Preference Outline does not and never will do. Most important, it does not assure anyone, nor does it indeed give any promise that what you say you want will ever come to pass.

Does this mean that the whole business is a waste of time? No. For at least two valuable things are accomplished:

- It makes you think about your future; and,
- It gives your supervisor and your Career Service Board an indication of what your interests are.

The Board therefore has decided to continue the practice of using these Outlines, with certain changes however. In the main, the practice of asking all employees to fill out these forms will be discontinued. It makes little sense for some. There are employees, for example, who have been here a short time only, about whose performance little is known for sure, and who know little about the Agency and not much more about their jobs. Hereafter, only employees who are members of the Career Service will be requested to fill out a Career Preference Outline.

I am asking you and your supervisor to take the use of the Outline seriously. The Board for its part will make increasing use of the information in arriving at decisions on matters before it -- whether they involve training, transfers, reassignments or promotions.

This will be followed by a notice covering in more detail the policy governing and procedures to be followed in the execution of the Career Preference Outline.

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rescinded

[REDACTED]
Paul A. Borel
Chairman
OCR Career Service Board

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